

~~SECRET~~
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140163-2

PREPARE IN DUPLICATE

DDO/OTR/ISS - 30

1. TITLE OF REPORT (If a fill-in report include Form No.)

Agency Training Record - By Service Designation

2. TYPE
OF
REPORT

STATISTICAL
NARRATIVE
☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL ☒ TRAINING
LOGISTICS ☐ SECURITY
MEDICAL ☐ FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Annual

6. DISTRIBUTION (No. of components not
number of copies)

51

7. FORMAT (memorandum, form
computer print-out, etc)

Computer print-out

8. ADP PROCESSING

☒ YES
☐ NO

IF YES GIVE ADP PROCESSING NO.
601D

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR

25X1

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OCS
OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

None
(Same as 601A)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
Same as 601A									

B. COSTS OF COMPUTER PRODUCED REPORTS

2378 pages x 3 copies x 3¢ per page x 2 times a year =	\$428.04
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TOTAL COSTS PER YEAR

\$428.04

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

HR

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
0	0
	STAT

16. DATE OF INVENTORY

9 OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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Records Management Officer, OTR

FORM 9-70 142

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(22-36-43)